

OBTAINING COPIES OF COURT RECORDS, CLOSED CASES

In cases other than those assigned to the court's Electronic Case Filing System, closed case files generally remain here for a relatively brief period after closing, before they must be sent away for storage.

The National Archives and Records Administration (NARA) - Central Plains Region facility in Lee's Summit, Missouri serves as the storage facility for the majority of the Court's closed case files. Requests for copies of documents from these files must be addressed to the NARA; the form which must be used to make such a request is available from the Clerk's Office. You may request to have copies sent to you by fax, mail or courier.

Note that **you must first obtain case access information from the Clerk's Office** before submitting a request for copies. Access information may be obtained free of charge by making the request in person at either Clerk's Office site. Requests for access information made through the mail must be accompanied by a records search fee of **\$26.00 per case**. Access information is **not** available over the phone. You should provide as much information as possible about the case (debtor name, case number, date filed, date closed, etc.) when making a request.

The cost of copies varies depending on the type of case (individual, business or adversary) and the particular copies requested. Options are as follows:

OPTION A: A package containing documents listed below, from cases of individuals only (**NO business cases**). COST: **\$10**.

- Order of Discharge, Order of Dismissal, Final Decree, and Trustee's Report
- Voluntary Petition (top two sheets)
- Summary of Debts and Property (Assets)
- Creditor Schedules (Schedules D, E and F)

OPTION B: ENTIRE CASE - All documents in case file, individuals only (**NO business cases**). COST: **\$35**. You will be notified by the NARA and given further options if your request **exceeds 70 pages**.

For business or adversary cases, the following options apply:

OPTION C-1: SPECIFIC DOCUMENTS - COST: **\$35**. A copy of the docket sheet, indicating the case name and number, and the date and title of the specific documents to be copied, must be included with the request form. You will be notified by the NARA and given further options if your request **exceeds 70 pages**.

OPTION C-2: ENTIRE CASE - COST: **\$50**. You will be notified by the NARA and given further options if your request **exceeds 100 pages**.

OPTION D: DOCKET SHEET (pre-automation paper dockets which have been sent to the NARA for storage) - COST: **\$10**.

Certification may be requested, at a cost of **\$6** in addition to the copy fee.

Files in storage at the NARA may also be recalled to the Court for review, for a fee of **\$45.00 per case**.